

DEPARTMENT OF THE ARMY
UNITED STATES ARMY DENTAL ACTIVITY
Fort Huachuca, Arizona 85613-7040

DENTAC Memorandum
No. 612-1

28 September 1998

Personnel Processing
MILITARY SPONSORSHIP PROGRAM

	<u>Page</u>	<u>Para</u>
HISTORY	1	1
PURPOSE	1	2
SCOPE	1	3
REFERENCES	1	4
RESPONSIBILITIES	1	5
GENERAL	1	6
APPENDIX A	A-1	
APPENDIX B	B-1	
APPENDIX C	C-1	

1. HISTORY. This is an initial publication.
2. PURPOSE. This memorandum establishes policy and outlines responsibilities and procedures for this headquarters.
3. SCOPE. Applicable to all personnel under the operational control of USA DENTAC, Fort Huachuca, Arizona.
4. REFERENCE. AR 612-11, The Army Sponsorship Program.
5. RESPONSIBILITIES.

a. The USA DENTAC Commander is responsible for the following:

- (1) Assigning an individual to perform sponsorship duties.
- (2) Writing a welcome letter to the soldier, notifying him who his sponsor will be (appendix A).
- (3) Notifying the assigned sponsor of his assignment (appendix B).

b. The sponsor is responsible for the following:

- (1) Writing a welcome letter to the individual (appendix C). Information contained should include the availability of and waiting time for Government quarters in addition to information on temporary billets and Temporary Lodging Allowance benefits. This information may be obtained from the Family Housing Office.
- (2) Requesting an arrival date.

28 September 1998

(3) Maintaining contact with the newly assigned soldier. Once exact arrival information is received, the sponsor will arrange billeting and any other special requests, i.e. transportation from the airport, kennel reservations, etc.

(4) Providing the commander with a copy of the welcome letter.

(5) Ensuring the newly assigned soldier receives all necessary assistance for an expedient, pleasurable orientation into this organization.

The proponent agency of this publication is the Commander. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Dental Activity, ATTN: DSBJ-CDR, Fort Huachuca, AZ 85613-7040.

//Original Signed By//

HARLAND G. LEWIS, JR.
Colonel, Dental Corps
Commanding

DISTRIBUTION:

DSBJ-CDR - 1

DSBJ-RDC - 6

28 September 1998

DENTAC Memo 612-1

28 September 1998

APPENDIX A

DEPARTMENT OF THE ARMY
UNITED STATES ARMY DENTAL ACTIVITY
Fort Huachuca, Arizona 85613-7040

(Current Date)

Office of the Commander

(Individual's Name)
(Complete Address)

Dear (Rank and Name):

Welcome to the United States Army Dental Activity, Fort Huachuca, Arizona. I am very pleased to receive the announcement of your forthcoming assignment. I am sure that you will find your assignment to the DENTAC both rewarding and enjoyable.

(Rank/Name of Sponsor) has been assigned as your sponsor. You will hear from (him/her) in the near future. If you have any additional questions, you may contact (Sponsor's Name) by writing to him at (Complete Address). If you need to reach your sponsor telephonically, you can call him at DSN 821-XXXX or COMM (520) 533-XXXX during duty hours.

Again, welcome to the Fort Huachuca Dental Activity. We look forward to your arrival.

Sincerely,

Harland G. Lewis, Jr.
Colonel, U.S. Army
Commanding

A-1

APPENDIX B

DSBJ-CDR (612-1)

(Current Date)

MEMORANDUM FOR (Name of Sponsor)

SUBJECT: Notification of Sponsorship Appointment

1. In accordance with AR 612-11, you have been designated as the sponsor for (Name of Soldier).

2. (He/She) is due to report to this activity on or about _____. His/Her address is as follows: _____.

3. You are directed to write a personal letter welcoming this individual to our unit within 5 days. Forward a copy of your completed letter to this office for inclusion into his/her personnel file. DA PAM 612-1 provides helpful formats and checklists for writing to and sponsoring soldiers and their families.

4. I must emphasize the great importance of your performance as a sponsor. You will provide the soldier with the first impression of our unit and installation. This initial impression is crucial to the soldier's long term attitude and performance. I urge you to express a genuine interest in the soldier's needs until he/she settles into our unit and area.

5. If you need assistance with your sponsorship duties or have any further questions, please call 3-3873/3144.

HARLAND G. LEWIS, JR.
Colonel, Dental Corps
Commanding

28 September 1998

B-1
APPENDIX C

DEPARTMENT OF THE ARMY
UNITED STATES ARMY DENTAL ACTIVITY
Fort Huachuca, Arizona 85613-7040

(Current Date)

Runion Dental Clinic

(Individual's Name)
(Complete Address)

Dear (Rank and Name):

Welcome to the Fort Huachuca Dental Activity. I have been assigned as your sponsor, and in this capacity I hope to do everything I can to make your arrival and in-processing as pleasant as possible.

The attached packet may help answer some of your questions about this area. Please feel free to contact me regarding any other questions you may have. If you will provide me with your housing requirements, I will get more specific information regarding both temporary and permanent quarters.

If I may provide any additional information, please don't hesitate to call me at DSN 821-XXXX or COMM (520) 533-XXXX during duty hours. My home phone number is (520) XXX-XXXX.

Sincerely,

John J. Smedley
Sergeant, U.S. Army

28 September 1998

DENTAC Memo 612-1

C-1